

BUILDING PERMIT APPLICATION INSTRUCTIONS

Applicant/builder needs to be aware that not all roads in the TOWN OF NORTHFIELD are maintained year round. It is the applicant/builder's responsibility to assess if the CURRENT condition of the road is adequate for their needs before building.

If applying for a building permit which will create a need for a new or rebuilt septic system, OR if additional living space is being created to existing structure, contact the local Board of Health for their signature on this application.

A source of potable water is required prior to the issuance of building permits for all buildings requiring use of water. Contact the local Board of Health prior to drilling the well; their approval signature is required on this application.

Plans for all new construction involves a new driveway or entrance upon a public way, or, if driveway is existing but never approved, the signature of the Highway Superintendent will be required on this application.

Conservation Commission must sign this application if any excavation is to take place within 100' of a wetland or 200' of the high water mark of any river or stream.

All applicants for new dwellings and large commercial projects must be accompanied by a site plan prepared by a Professional Land Surveyor or a Professional Engineer (in the field of surveying), both being licensed in Massachusetts, with reference made to the original recorded survey noted on the plan. **SITE PLAN TO BE WET STAMP (NOT A COPY)**

The site plan must show all areas of the lot to be impacted by construction, including new and existing building, wells, driveways, streams, ponds, wetlands, etc. The plan shall show that the proposed construction will comply with all applicable zoning regulations regarding frontage, lot size, yard size, setbacks to lot lines, driveways/grades, etc. Other projects may be required to submit site plans, if deemed necessary by this office upon review of the application.

Submit two sets of detailed plans showing floor plan, elevation and cross section.

If electrical work or plumbing/gas is involved, contact the local Electrical and/or Plumbing/Gas Inspectors for the required permits. Evidence of these inspections will be required by this office prior to issuance of a Certificate of Use and Occupancy, which will be issued upon full completion of project.

Contractor must submit a copy of his Construction Supervisors License & Home Improvement Contractors Registration with application.

Section 110.5 of the Mass Bldg Code requires every application to be signed by the owner of the property, or, by an authorized agent. If it is signed by an agent, a contract signed by the owner, or a letter of authorization, must accompany the application.

In accordance with MGL C. 142A, the Home Improvement Contractor must complete the Contractor Affidavit.

NO WORK SHALL COMMENCE UNTIL THE PROPER PERMIT HAS BEEN OBTAINED AND DISPLAYED ON SITE.